



Section: Medical Records Administration
Policy: MRA 10
Subject: Indexing by Choice of Contraception

POLICY: Delegates shall maintain a system for tracking clients by their method of contraception in the event of a product recall.

PROCEDURE:

1. Agencies may use the Clinic Visit Record system to track method of contraception.
 - a. Under the visit codes
 - b. Under the Pharmacy module
2. Lot numbers for all hormonal methods must be recorded. The record must be maintained for five years.

Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, Section 10.3, Medical Records.
2. North Dakota Board of Pharmacy.